SCHOOL BASED ADMINISTRATIVE CLAIMING (SBAC)

OVERVIEW

Recently your district attended a regional meeting on SBAC and expressed interest in participating in the SBAC program beginning in the January – March 2004 quarter. The Kentucky Department of Education has entered into a contract with MAXIMUS to assist school districts in claiming reimbursement for Medicaid eligible administrative functions performed by school personnel. To obtain reimbursement each school district must first identify the employees and contractors that should participate in the Random Moment Sampling time study. The MUNIS software has been modified to produce the required employee roster. This document provides guidance on identifying appropriate school employees in MUNIS in order to produce the SBAC required report.

NOTE: The SBAC report is only available in MUNIS version 2003 and above! Please verify with your finance officer that your MUNIS system has been upgraded to MUNIS 2003.01.mr before attempting to run the report!
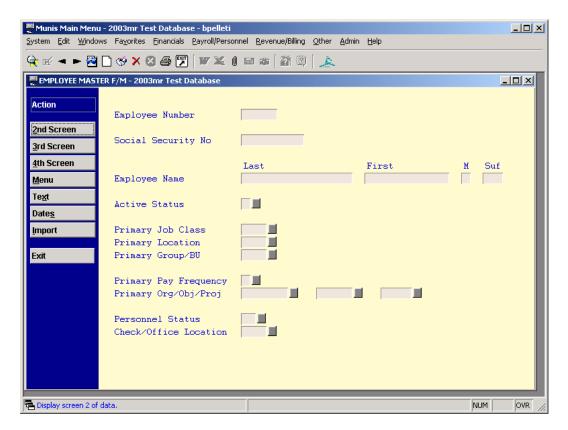
EMPLOYEES ELIGIBLE FOR REPORTING

The first step in creating your employee roster is to identify the employees and contractors that should participate in the Random Moment Sampling time study. Please refer to your District Coordinators' Handbook, Section 2, provided at the regional meeting for guidelines for choosing time study participants, or you may go to http://www.maximusschools.com/ktraining.html to obtain this information. Once your district has determined the appropriate employees to include on your employee roster, you can assign an attribute to these employees for inclusion in the SBAC report.

To Assign Employees for SBAC Reporting, Select:
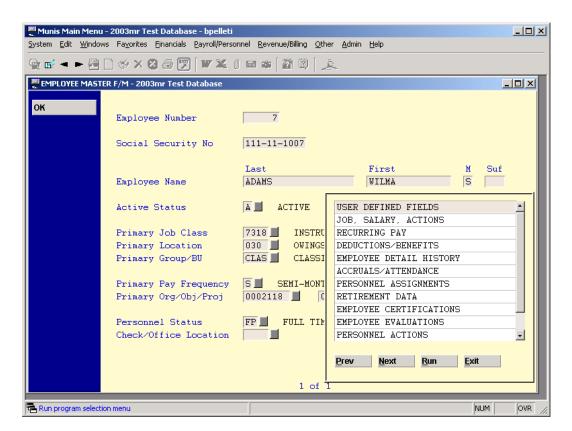
Payroll/Personnel

    B) Employee Maintenance/Reports

        A) Employee Master F/M
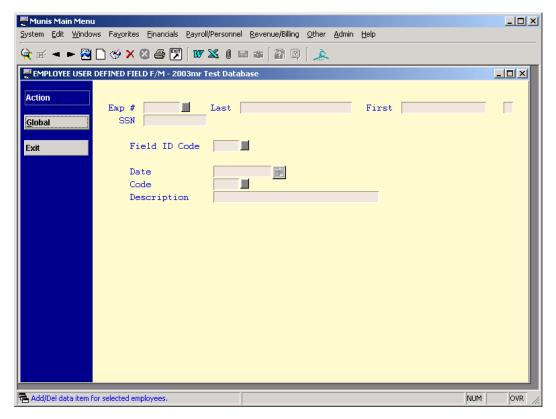

The screen on the following page is displayed.

Select employees to assign for SBAC reporting:

1. Select the **Find** icon (magnifying glass).

2. Enter employee number(s) or name to select the employee.

3. Press **Esc** or select the **Check Mark** icon.

4. If the appropriate employee to assign to SBAC displays, select the **Menu** button. The following screen appears:

5. Double click on the "**USER DEFINED FIELDS**" menu item. The following screen appears:

6. Select the **Add** icon (blank sheet of paper) or type "a" to add

7. The employee number and name will appear

8. Enter "**SBAC"** into the "Field ID Code"

Repeat these steps until all eligible employees are assigned.

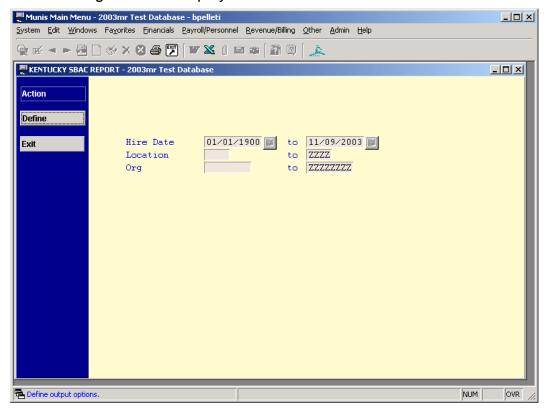# PRODUCING THE EMPLOYEE ROSTER REPORT

After all employees are assigned for SBAC reporting, the district may produce the Employee Roster report. This report lists information regarding all employees eligible for random moment time study participation.

To Create the Employee Roster Report, Select:

Payroll/Personnel

  F) Retirement / State-Specific

  B) State of Kentucky

  N) Medicaid Reimburse SBAC Report

The following screen is displayed:

1. Select the **Define** button
2. Ensure the report includes all Hire Dates, Locations and Orgs.

3. Press Esc or click on the check mark icon.

4. Click on the Excel icon to produce the report in Microsoft Excel format. MAXIMUS (administrators of this program) requires the report in Microsoft Excel format.

5. Microsoft Excel will open and all active employees that are assigned for SBAC reporting (per instructions above) appear in the report. If any employees are missing or ineligible employees appear, check that the employee is/is not designated with the SBAC code and the employee is active ("Active Status" on Employee Master record is "A"). **Subcontractors that are not paid through the payroll system should be added manually to this excel spreadsheet**.

6. Save the Excel spreadsheet using the 'Save As…' command from Excel's 'File' menu to save the file as a renamed file, using the following naming scheme:

<div align="center">[Your district name] Roster Q01-04.xls</div>

NOTE: In the above naming scheme, 'Q1' identifies the calendar quarter to which the file pertains (Q1=Jan-Mar, Q2=Apr-June, Q3=July-Sept, Q4=Oct-Dec). The last two digits identify the calendar year (example: 04=2004). The SBAC program utilizes a calendar year quarter not a fiscal year quarter.

Attach the file to an e-mail message and send to: KYSBAC@MAXIMUS.COM using the subject line "KY RMS Employee Roster,"

OR

Save the file to a diskette and mail to:

David Pardo
MAXIMUS, Inc.
1949 Commonwealth Lane
Tallahassee, FL 32303

MAXIMUS CANOT ACCEPT FAXED VERSIONS OF YOUR EMPLOYEE ROSTER FILE

After you have completed your Employee Roster, print out a copy for your audit file.

Questions or Problems
If you need assistance in completing or submitting your employee roster, please contact the MAXIMUS Help Desk at (800) 647-9089.

NOTE: **The EMPID column in the Excel spreadsheet is a combination of the district number and MUNIS employee number. Please do <u>not</u> adjust this field.**